



The City of Newport's Wayfinding Committee will hold a meeting at **8:30 A.M. Friday, February 6, 2015**. The meeting will be held Conference Room B at Newport City Hall. A copy of the meeting agenda follows.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder, at 541-574-0613.

The Committee reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary.

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**CITY OF NEWPORT**  
**WAYFINDING COMMITTEE MEETING**  
**AGENDA**  
**Friday February 6, 2015**  
**8:30 AM**

- I. Call to Order
- II. Approval of Minutes from November 7th, 2014 meeting.
- III. Select committee chair
- IV. Mandatory committee goal-setting and prioritization
- V. Update on map installations
- VI. Committee Comments.
- VII. Public Comments.
- VIII. Develop next agenda.
- IX. Adjourn.

Member	Elected/Appointed	Term Begins	Term Expires
Chuck Forinash	5/6/13	5/6/13	12/31/15
Ken Spencer	5/6/13	5/6/13	12/31/15
Linda Neigebauer	5/6/13	5/6/13	12/31/15
Robin Dennis	7/1/13	7/1/13	12/31/15
Frank Geltner	8/5/13	8/5/13	12/31/15
Vacancy			
Vacancy			

November 7, 2014  
8:30 A.M.  
Newport, Oregon

The City of Newport Wayfinding Committee met on the above date in Conference Room B of the Newport City Hall. In attendance were Wendy Engler, Ken Spencer, Robin Dennis, Linda Neigebauer, and Chuck Forinash. Also in attendance was Mark Saelens, City Council liaison (arrived at 9:05 A.M.), and Peggy Hawker, City Recorder/Special Projects Director.

### **APPROVAL OF MINUTES - OCTOBER 3, 2014**

Forinash suggested that the second motion in section IV. of the minutes be amended to clarify that the brass plaque is located on the Bay Street Pier. MOTION was made by Neigebauer, seconded by Dennis, to approve the minutes of the October 3, 2014 meeting, as amended. The motion carried unanimously in a voice vote.

Forinash reported that section VII. of the minutes, paragraph three, is not referencing a wayfinding sign, but rather replacing the existing sign with a sign containing a small hiking icon. Forinash reported that he will follow-up with state parks on this issue.

### **UPDATE OF WORK DONE BY KEN SPENCER**

Spencer distributed photographs of the following areas that included photo-shopped wayfinding signs: Boardwalk, Port's marina store; location near the marina store; Bay Street Pier, and underneath the south side of the bridge. It was noted that a choice would need to be made between signage at the Port marina store and the location near the marina store.

Forinash asked whether there had been a discussion regarding the overlays for the existing signs. MOTION was made by Neigebauer, seconded by Forinash, that Spencer produce updated decals and perform the overlay of the existing signs. The motion carried in a voice vote with Spencer abstaining.

MOTION was made by Forinash, seconded by Neigebauer, that the overlays contain a "you are here" designation specific to each location. The motion carried in a voice vote with Spencer abstaining.

A discussion ensued regarding signage in South Beach. Spencer reported that he submitted a first application to ODOT, and it needed to be formatted differently. He stated that he reformatted the application, and is certain that ODOT has received a copy of his insurance. He stated that he has a couple of concerns. One is that ODOT requires a minimum height of seven feet off the ground, and that this changes a lot. It was asked whether the city (Mike Eastman) has a big enough post. Spencer also noted that wind

load and wind gust speeds affect the required thickness of the post. He suggested the possibility of a 4 x 6 pressure treated wooden post. Spencer agreed to talk with Mike Eastman, and wait to hear from ODOT, before finalizing plans. Forinash reported that state parks had agreed to install a sign marking the south jetty. He stated that the sign is in the wrong spot and that state parks will have to correct it. It was noted that the area needs a comprehensive look at signage. Spencer reiterated that he would try to get answers and the plan approved.

#### **REVIEW PROPOSED PROJECT LIST FROM LINDA NEIGEBUER - INITIATE MOTIONS AS NEEDED**

Engler suggested reviewing the list and deciding which issues should be directed to the parking districts.

Neigebauer referenced the animal hospital sign at 3<sup>rd</sup> Street and Highway 101 and asked whether the animal hospital had permission to erect the sign. Spencer reported that he will talk with the gas station relative to this sign.

Neigebauer noted that there are no scenic byway route signs beginning at Highway 101 and Oceanview that would direct people to Nye Beach, the Bayfront, and ultimately up Moore Drive. She added that there are no scenic byway route signs on Highway 20 either.

It was noted that the Committee wants to have the Google street maps available for all signage issues.

The Committee reviewed the project list from Linda Neigebauer and removed the following issues for review by the parking district advisory committee:

“Laundry - 3 hour parking should be marked, and the green curb should be painted over.”

“McEntee Building - remove the 20-minute parking sign in front of the vacant unit.”

“SW 6<sup>TH</sup> and NW Coast Streets - Possibly adjust the mid line so that there is adequate parking for cars on the north side of the street.”

Forinash agreed to check with state parks regarding the scenic byway signs.

#### **RUNNING DOCUMENT OF WAYFINDING SIGN EDITS, AND DOCUMENT OF SIGNAGE REMOVAL/UPDATING - UPDATE AS NEEDED**

It was suggested that a list be maintained of wayfinding sign edits which can be incorporated annually.

The Committee requested the list developed by Greg Schaecher and Forinash on a road trip several years ago. Specifically, the Committee wishes to have the list sent, via e-mail, to them prior to the next meeting.

## COMMITTEE COMMENTS

Forinash suggested approaching the Chamber of Commerce regarding consistency between the wayfinding maps and the maps produced by the Chamber. He recommended that the Chamber list the revision date on its maps.

Forinash displayed a document from 1993 entitled "Public Information in South Beach," and noted that it contained information relative to wayfinding.

It was suggested that the role of the Committee be clarified to include it being a clearinghouse for wayfinding with other organizations.

Saelens noted that with Engler's election to the City Council, the Committee will need to select a new chair in January.

Saelens stated that an issue that needs to be clarified is whether a Committee can continue meeting if, during the meeting, someone leaves and there is no longer a quorum.

Saelens will research the possibility of OSU students developing a wayfinding app for Newport.

It was noted that beach access signage is still needed at the access by Georgy's.

Saelens suggested setting up a mechanism to turn in key wayfinding updates to sources such as Google, etc. He will research the process.

Neigebauer asked whether the beach access next to the Shilo is a public beach access. They requested staff research this matter.

Forinash reported that he had talked with the Aquarium about the placement of a wayfinding sign, and the possibility of having the Aquarium's Cypress tree registered as a heritage tree. He added that the tree was not chosen to be a heritage tree. It was suggested that perhaps this tree, and others, could be listed on wayfinding maps. Saelens noted that the city is designated as a "Tree City USA," and that possibly this is something that the Parks and Recreation Advisory Committee might be interested in.

It was noted that the City Manager is interested in a field trip to look at alternate sites for a wayfinding sign at the Aquarium. Committee members interested in participating were advised to contact Cindy Breves in the City Manager's Office.

Spencer agreed to prepare a photo-shopped picture with the map in the preferred location at the Aquarium.

It was noted that the Hatfield Marine Science Center is interested in a wayfinding map. It was suggested that perhaps HMSC could provide the post and installation.

It was asked whether there are wayfinding maps in front of the museums and City Hall.

The Committee requested a city map on which “X’s” could be placed where wayfinding maps have been installed.

### **DEVELOP NEXT AGENDA**

1. List of Potential Partners that Produce Maps for Consistency
2. Map Edits and Map Inventory
3. Update on Key Iconic Tree
4. Follow-Up from State Park Questions
5. Review Greg Schaecher’s List
6. Interview Potential New Members

### **ADJOURNMENT**

Having no further business, the meeting adjourned at 10:02 A.M.



Spencer Nebel  
City Manager  
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## MEMO

DATE: January 12, 2015

TO: Planning Commission – Derrick Tokos  
Audit Committee – Mike Murzynsky  
Retirement Board of Trustee – Mike Murzynsky  
Airport Committee – Bob Fuller  
Wayfinding Committee – Bob Fuller  
Library Board – Ted Smith  
Parks & Recreation Committee – Jim Protiva  
Senior Citizen Advisory Committee – Peggy O’Callaghan  
Public Arts Committee – Peggy Hawker  
Bicycle and Pedestrian Advisory Committee – Peggy Hawker  
Destination Newport Committee – Cindy Breves

FROM: Spencer Nebel, City Manager

SUBJECT: City Council Goal Setting

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On February 25, the Newport City Council will meet to establish goals for the fiscal year beginning July 1, 2015. The goals established will be considered during the development of a budget for the next fiscal year.

I would invite each advisory committee to suggest goals that the City Council may consider for possible inclusion as part of the Council Goals for 2015-16. This will be a good conduit for the advisory committees to share their thoughts with the Council on various areas of policy development, capital improvements, or other activities that the committees feel should be considered as a potential priority goal for the Council. All communications will be shared with the Council. The City Council will review each of the ideas forwarded as the Council determines its priorities for the next year. It is suggested that the committees summarize each idea in a brief “bullet” type statement. Ideas can be general or very specific. The ideas do not need to be limited to items impacting the budget.

### Examples of Goal Statements

1. Continued installation of sharrows on appropriate bike routes.
2. Implement the “percent for the arts” program for the new Newport swimming pool.
3. Complete the Tree Plan for the City of Newport.

4. Reconstruct Harney Street from US 20 north of 3<sup>rd</sup> Street NE.
5. Develop an ordinance to regulate Uber vehicles operated in Newport.

Please use the attached form for conveying the recommendations to me by **Thursday, February 19<sup>th</sup>** for inclusion in the City Council goal setting materials. Feel free to provide any additional background information as an attachment to this form.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel", is written over a faint, light blue rectangular background.

Spencer R. Nebel  
City Manager

Cc: Mayor and City Council Members



**Newport City Council Goal Setting Form for Committees, Commissions,  
and Boards for 2015-16**

Committee, Commission, or Board:

Submitted By:

Date Submitted:

1.

2.

3.

4.

5.

If necessary, attach additional pages.

## Memo

From: Mike Eastman

To: Wayfinding Committee

Date: 17 December 2014

### Installation Progress

- Installed maps at South Beach Marina in locations agreed upon with Harbormaster.
- Installed map on Bay Blvd & Bay St.
- Installed Welcome to South Beach District on City right-of-way on OSU Drive at Pacific Way.
- Expect to meet soon with HMSC personnel to explore map locations.